

# Eligible Training Provider/Private Career School Annual Data Report Upload Form

## Data Definitions and Codes

Last Updated 10/22/13

### Program data:

#### Location

Enter the physical location (city) where the training program is taught. This information must match the location listed on the "Programs" page when logged into the Workforce Board Data Reporting System. In most cases, this city is the physical address of your school listed on your license.

#### Program Title

Name of the program the student was enrolled in during the reporting year. Titles of the programs that you are required to report on are listed on the "Programs" page in the Workforce Board Data Reporting System. Alternate titles are accepted, if they appear in the Alternate Program Names list on the "Programs" page.

#### Award Type Earned by Graduates

Name of the award type given to students who graduates, such as bachelor's degree, certificate, diploma.

### Student data:

#### Student Last Name

#### Student First Name

#### Student Middle Initial (MI)

#### Student Address

Student's address, as reported to the school by the student.

#### City

Student's address city

#### State

Student's address state

#### Zip Code

Student's address zip code.

#### Phone

Enter the student's most current telephone number, including area code.

#### Social Security Number (SSN)

Enter each student's social security number, in text format. Please enter as 123456789, with no dashes or slashes. If this information is not available for a student, please leave blank. Do not enter question marks.

#### Date of Birth

Student's date of birth, entered as MM/DD/YYYY

**Note:** Information you provide does **not** become public record. Individually identifiable information received by the Workforce Training and Education Coordinating Board for research or evaluation purposes are not subject to public disclosure under RCW 42.17.

## Hispanic

Indicate whether or not the student is Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race).

- 1 = Hispanic Origin
- 2 = Not of Hispanic Origin
- Blank = Unknown

## Race

Use the following codes:

- 1 = White/Caucasian
- 2 = Black/African American
- 4 = American Indian or Alaska Native
- 5 = Asian
- 6 = Hawaiian Native or other Pacific Islander
- 7 = Multi-racial
- 8 = Other
- 9 = Unknown

## Gender

Use the following codes:

- M = Male
- F = Female
- Blank = Unknown

**Disability** defined as a physical or mental impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, walking, learning, and working. Use the following codes:

- 1 = Yes
- 2 = No
- Blank = Unknown

## Veteran Status

Student served, but is not currently serving, on active duty in the U.S. Army, Navy, Air Force, Marine Corps, or the Coast Guard.

- 1 = Yes
- 2 = No
- Blank = Unknown

### Prior Education

Enter the number that matches the **student's** highest education level before enrolling in the program.

- 11 = Less than high school diploma
- 12 = GED
- 13 = High school graduate
- 14 = Some post high school, no degree or certificate
- 15 = Certificate (less than two years)
- 16 = Associate's Degree
- 17 = Bachelor's Degree
- 18 = Master's Degree
- 19 = Doctoral Degree or above
- 90 = Other
- 99 = Prior education unknown

### Start Date

The date the student started training in the program. Use this format: MM/DD/YYYY.

### Exit Date

If the student exited during the reporting period, enter the date the student withdrew from training, was terminated, or completed the program.

Use this format: MM/DD/YYYY.

*If student was still enrolled in the program at the end of the reporting period, leave this field blank.*

### Enrollment Status

Student's enrollment status as of June 30. Use the following codes:

- 1 = Graduated from the program.
- 2 = Withdrew/terminated from the program.
- 3 = Still enrolled in the program as of June 30.
- 4 = Military leave of absence.

### Earned Award Type

If the student completed the program, enter the credential type awarded, such as associate's degree, certificate, or diploma.

### For students in programs that take more than 9 months to complete:

#### GPA

Student's final Grade Point Average (Must be a number. Anything other than a number will cause an error.)

#### Pass/Fail

If GPA is unavailable or not used at your school/organization, please indicate whether or not the student passed (equivalent of a 2.0 GPA) or failed, on average, the classes taken.

- P = Passed
- F = Failed